

Name:

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - NAPA**

JOB CLASSIFICATION: LABORATORY ASSISTANT

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

This is the entry and first working level. Incumbents perform assigned, varied, standardized, and non-technical laboratory procedures in processing or preparing laboratory specimens, materials and supplies, and in operation of specialized mechanical laboratory equipment while receiving on-the-job training.

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|-----|--|
| 45% | Collects, draws blood, processes and prepares laboratory specimen for testing and shipping. |
| 20% | Assists in the laboratory including clerical duties as required. Maintains inventory and stock supplies. Cleans and cares for laboratory equipment. |
| 10% | Prepares simple laboratory reagents. Operates simple laboratory equipment as specified. Performs non-technical and limited technical functions as specified. |
| 10% | Uses the Laboratory Information System (LIS) for ordering tests, printing reports, worksheets, and data log. |
| 10% | Uses of Physician Ordering System (POS) for scheduling of blood draws and test ordering. |
| 5% | Other related duties as required. |
| 0% | SITE SPECIFIC DUTIES
None. |
| 0% | TECHNICAL PROFICIENCY
None. |

2. SUPERVISION RECEIVED

The Laboratory Assistant functions under the supervision of the Supervising Clinical Laboratory Technologist.

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3. SUPERVISION EXERCISED

The Laboratory Assistant does not exercise supervision.

4. KNOWLEDGE AND ABILITIES

ABILITY TO:

Read and write English at a level required for successful job performance; clean and care for laboratory equipment; learn elementary laboratory methods and procedures; follow directions; work efficiently and effectively in a group.

5. REQUIRED COMPETENCIES

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

AGE SPECIFIC

Provides services commensurate with age of patients/clients being served.
Demonstrates knowledge of growth and development of the following age categories:

☐ Pediatric ☐ Adolescent ☒ Adult (18-54) ☒ Geriatric (55 & up)

- Geriatric: Demonstrates proper care of fragile skin after phlebotomy procedures in elderly clients.
- Adult: Demonstrates ability to appropriately respond to the adult client's need for independence and growth and development by explaining the phlebotomy procedures and expectations, and allowing clients to participate in decisions as appropriate (e.g., choosing which arm to draw blood from).

SITE SPECIFIC COMPETENCIES

None.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

None.

6. LICENSE OR CERTIFICATION - NOT APPLICABLE

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7. **TRAINING** - Training Category = **D**

The employee is required to keep current with the completion of all required training.

8. **WORKING CONDITIONS**

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public; and
- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Employee Signature

Print Name

Date



MICHELLE PATTERSON MNC

12/7/2020

Supervisor Signature

Print Name

Date



MICHELLE PATTERSON MNC

12/7/2020

Reviewing Supervisor
Signature

Print Name

Date